



THE CITY OF SAN DIEGO

City of San Diego
Planning & Development Review
Building Development Review
1222 First Avenue • MS-401
San Diego, CA 92101
(619) 446-5400

Building Newsletter 1-4

Submitting Appeals to the
Board of Appeals and Advisors

Interpretations of State and Local Building Codes
1999 Municipal Code: Chapter 11, Article 1, Division 2
Revision Date: July 1999

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All appeals to the Board of Appeals and Advisors must be submitted on application form PDR-104. This form is available without charge from the Planning & Development Review Department, fourth floor, City Operations Building, 1222 First Avenue.

I. Deadlines

Appeal applications must be submitted to the Research Engineer, Planning & Development Review Department, fourth floor, City Operations Building, 1222 First Avenue.

In order for the appeal to appear on the agenda for the Board meeting of the following month, appeal applications must be submitted by Wednesday of the fourth week before the Board meeting. Board meetings are normally scheduled for the first Thursday of each month.

II. Rejection of Application

Appeal applications must be completely and legibly filled out and signed by the building owner or company officer. Appeal applications which are not properly completed will not provide information necessary for consideration by the Board and will not be placed on a Board meeting agenda.

III. Fees*

Depending on whether the case can be administratively approved or will require a hearing before the Board, a fee of either \$210 or \$585 will be charged to cover the cost of processing. If the appeal requires Fire Department input, then an additional \$120 fee will be charged.

Appeal applications must be submitted with an initial fee of \$210 unless other arrangements have been made in advance with the Research Engineer. Checks shall be made payable to the City Treasurer.

If the appeal will require a hearing before the Board or Fire Department input, the Research Engineer will contact the applicant for an additional \$375 and/or \$120 to cover the added processing.

Cases will not be processed without payment of the appropriate fee. Once a substantial amount of work (as

determined by the Research Engineer) has been completed, no refund will be allowed.

IV. Request

The Request portion of the appeal application must contain a clear statement by the applicant of the issue which the Board is requested to address. This issue may be an interpretation or application of a code provision or a finding on the equivalency to code requirements of an alternate material, design, or method of construction.

The word "code", as used in this building newsletter applies to :

- A. Title 24, California Code of Regulations
- B. Uniform Building Code
- C. Uniform Fire Code
- D. Uniform Mechanical Code
- E. Uniform Plumbing Code
- F. National Electric Code
- G. City of San Diego Municipal Code

V. Justification

The Justification portion of the appeal application must state the basis for the appeal and substantiate the claim of equivalency to code requirements for the proposed material, design, or construction method.

VI. Plan Submittal

Plans submitted in support of the appeal must clearly indicate the location, nature, extent, and details of the subject of the appeal. Plans submitted in support of the appeal must be of sufficient size to be suitable for group viewing by the Board. One set of plans is normally sufficient, however, if a hearing is required before the Board, the Development Services Department may request one or more reduced sets of the plans for distribution to the individual Board members and staff.

VI. For Additional Information

Additional information regarding the Board of Appeals process may be obtained by contacting the Development Services Department Research Engineering staff at (619) 446-5081 or (619) 446-5092.